



Tłıchǫ Community Services Agency

Chaperone Policy

Chaperone Policy for School-Related Activities

The school principal or designate must authorize all activities that involve students leaving school property. A staff member employed with the TCSA or an approved designate should, whenever possible, accompany students during such events (referred to as the *staff member in charge*).

As with any school sponsored / sanctioned event, the overriding requirement is that *adequate supervision* be provided *at all times* to ensure the safety of all students. The level of supervision will vary with the type of activity and the age and maturity of the student(s) involved. The standard ratio is 1 chaperone per 6 students. However, conditions relating to the students and to the activity may necessitate fewer or additional chaperones as determined on a case-by-case basis.

In obtaining chaperones, preference will be given to school employees (subject to approval by the school principal). The selection of non-staff chaperones will be based upon, but not limited to, whether they are the parents of students involved, whether they hold qualifications pertaining to the event, and their experience in chaperoning student groups. This decision shall be made at the discretion of the staff member(s) in charge and the school principal. All chaperones are required to have a current criminal record check on file.

The Role of the Staff Member in Charge

A copy of this policy will be provided to each chaperone prior to every school-related event.

The staff member in charge of a school trip will:

- Maintain regular contact with the school principal while away on a school-sanctioned trip.
- Have written approval from parents that students are permitted to take part in the trip, including informed consent specific to the activities involved in the trip.
- Inform teaching staff, the school principal, and the school secretary of the date and time of the activity, the names of the participating students, and any changes that occur.
- Complete necessary Insurance and Risk Management – Student Excursions document, have proper administrator(s) sign, submit to Department of Finance, GNWT at least one week before travel begins.

- Chaperones will have a list of student names, parent names, and their home/contact phone numbers on their person at all times and will provide a copy to all other chaperones and the school principal.
- Ensure all chaperones are aware of any special medical problems pertaining to a student(s).
- Ensure adequate transportation and accommodation is provided for all students and chaperones for the duration of the trip, as is suitable to the event (where applicable**). I.e.) While in school-based accommodations, chaperones should remain in the same rooms as the students. While in motels / hotels, chaperones should stay in rooms that are adjacent to, or across from, the student rooms whenever possible.
- Review all rules, regulations and expectations with the affected individuals, including (but not limited to):
 - a. Daily event agenda(s)
 - b. Meal times → when, where, ensure everyone eats together, etc.
 - c. Attendance checks → each morning, curfew, departure / return
 - d. Curfew and room checks
 - e. Where to meet if anyone is separated from the group
 - f. Consequences for those who exhibit poor conduct
- Immediately communicate any student infractions, and corresponding loss of privileges, to the principal and parents of the student(s) involved.
- Adhere to the expectations set forth (below) for general chaperones.

The Role of Chaperones

All chaperones for school-related activities will abide by the following:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
- b. Chaperones will assume only those responsibilities as designated by the staff member in charge and/or the school principal.
- c. Chaperones will ride to and from the area of destination with the students in the same means of transportation provided for the students (where applicable**).
- d. Chaperones shall never leave students unattended *unless pre-arranged / pre-approved by the school principal*. A trip is an extension of the classroom; chaperones as well as students must keep this in mind. There is no “free time” for chaperones during a school trip.
- e. Chaperones and advisors will conduct themselves in a manner that reflects positively on the school and also serves as a model for students.
- f. Chaperones will have a list of student names, parent names, and their home/contact phone numbers on their person at all times while they are responsible for the supervision of students.

- g. Chaperones will abide by procedures outlined by the staff member in charge / school principal in cases of emergency.
- h. Chaperones will refrain from transferring their role of a chaperone to another person during the time they are responsible for the supervision of students unless pre-approved / pre-arranged.
- i. In the event a chaperone becomes ill or incapacitated, the staff member in charge and/or the school principal will reassign the responsibilities as appropriate.
- j. If a mishap or serious illness occurs while away on a school trip, the chaperone(s) will contact the parents and the principal immediately.

Responsibilities of Chaperones

Responsibilities and duties of chaperones include:

- a. Pick up a list of students participating on the trip before leaving the school. (Available from the staff member in charge and/or school principal).
- b. Take attendance just before departure to / from all destinations and events while away from the school.
- c. Be alert for prohibited items, which may include alcohol, tobacco, drugs, dangerous weapons, etc. Any student found to be in possession of such contraband *shall be immediately reported to the staff member in charge and the school principal.*
- d. Ensure that, if a trip is co-ed, visitation in each other's rooms is permissible only under supervision of the chaperones.
- e. Expectations commonly held for the conduct of students at school shall be maintained while on all excursions (as outlined in the Student Travel Policy). Failure to do so will result in the student losing various privileges associated with the school trip (as appropriate) and / or being sent home. Chaperones are responsible for communicating any infractions, and resulting loss of privileges, to the staff member in charge.

**Occasionally these activities are arranged by other individuals / governing bodies. In these instances we may not have control over the accommodation arrangements. Parents will be advised of the details in those instances when a governing body and / or individual other than Elizabeth Mackenzie Elementary School or the Tlich Community Services Agency make travel arrangements for any student trips.

Date created: May 29, 2014

Date revised (with principals): June 3, 2014

Date approved: June 27, 2014